

## Plan and Development Regulation Review

### ***What should be sent for review?***

RCW 36.70A.106 requires that jurisdictions provide CTED with notice of their intent to adopt comprehensive plans and development regulations, including amendments, 60-days prior to adoption. Jurisdictions are required to submit a complete and accurate copy of the comprehensive plan and/or development regulations within 10-days of their adoption.

Comprehensive Plans include any amendments to the comprehensive plan including sub-area plans, separate functional plans or any separate plans adopted by reference. It would also include the SEPA documentation on these items.

Development regulations include any regulations governing the development of land. These may include, but are not limited to zoning ordinances, subdivision ordinances and binding site plan ordinances. Other examples of development regulations include critical areas ordinances, concurrency ordinances, design review ordinances, design standards, impact fee ordinances or other regulations implementing the comprehensive plan.

### ***To whom should notification be sent?***

Notification should be sent to the list of state agencies included in the List of State Agencies Reviewing Comprehensive Plans and Development Regulations maintained by CTED:

- List of State Agencies Review Comp Plans ([hyperlink](#))
- List of State Agencies Reviewing Development Regulations ([hyperlink](#))

### ***In what form should materials be submitted?***

When you are transmitting draft comprehensive plan or development regulation amendments for state agency review, you may do so electronically (send to the plan review team at [reviewteam@CTED.WA.GOV](mailto:reviewteam@CTED.WA.GOV)) or in hard copy. If sent in hard copy, please send two hard copies. For electronic transmittal, please send the document as an attachment, rather than as a link to a web site.

To avoid confusion and ensure prompt review by state agencies, please attach a brief cover letter identifying that the draft is being forwarded in accordance with RCW 36.70A106. Click [here](#) for an example of a cover letter. Cover Letter ([hyperlink](#))

Hard Copies may be sent to

Growth Management Services  
Department of Community, Trade and Economic Development  
PO Box 48350  
906 Columbia St. SW  
Olympia, WA 98504-8350

Attn: Review Team

For transmittal of **adopted** plans and regulations, a hard copy including a copy of the adopting ordinance should be sent by mail. Especially large documents may be sent on a CD-ROM if a hard copy of the signed ordinance accompanies the disk.

For more information, contact your regional Growth Management planner or Dave Andersen, Plan Review Team Manager at (360) 725-3052 or [davida@cted.wa.gov](mailto:davida@cted.wa.gov)